

The Structural Pest Control Board of California
INVITES APPLICATIONS FOR THE POSITION OF
REGISTRAR and SECRETARY
Salary: \$7261 – 7852 (per month)

The Registrar is the Executive Officer for the Board and is responsible for carrying out the policies of the seven-member Structural Pest Control Board and for planning, organizing and directing the activities of the Board in the areas of Administration, Examinations, Enforcement and Education. The Registrar maintains and enforces the overall policies established by the Board relating to Board programs, under the authority of Business and Professions (B&P) Code sections 8500, et. seq. The Registrar is exempt from civil service and serves at the pleasure of the Board. The position is located in Sacramento, CA. Applicants should possess the following desirable qualifications:

- Administrative experience; e.g., ability to prepare, understand and work with a government budget, development of regulations, policy development and implementation, etc.
- Demonstrated supervisory experience, including the ability to organize and control the flow of work and manage professional, technical and clerical staff within an office.
- Regulatory and/or enforcement experience such as processing complaints, monitoring investigations, keeping abreast of hearings on disciplinary matters, etc.
- Legislative or lobbying experience/coordination, including appearing before legislative committees.
- Ability to communicate effectively both orally and in writing.
- Knowledge of current issues facing the Structural Pest Control Board.
- Knowledge of current consumer issues in the licensed profession(s).
- Experience working with and/or in taking direction from a board or committee.
- A baccalaureate degree from a WASC comparable accredited school and preferably an advanced or professional degree.

Interested persons should submit either an electronic or hard copy of their resume/CV or State application (Std. 678) to:

Department of Consumer Affairs
Office of Human Resources
1625 North Market Street, Suite N-321
Sacramento, CA 95834
Attn: Jeffrey Sears
Or via email to: jeffrey.sears@dca.ca.gov

All resumes/applications must be received by 5:00 pm, April 26, 2013
and must include both email and phone contact information

All applications will be screened and only the most qualified candidates will be scheduled for an interview. It is anticipated that preliminary and final interviews will be held during **MAY/JUNE 2013**. Travel expenses for any interviews are the responsibility and at the expense of each candidate. For further information, please contact Jeffrey Sears, DCA Personnel Officer, at (916) 574-8300. The Department of Consumer Affairs provides equal employment opportunities to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.